

MEMORANDUM

OPSEU



SEFPO

Syndicat des Employé-e-s
de la Fonction Publique
de l'Ontario

TO: All Presidents with members in the Ministry of Finance
All Stewards in the Ministry of Finance

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: December 01, 2005

SUBJECT: **Ministry of Finance – Health & Safety Advisory Committee
ERC Minutes – October 14, 2004**

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

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Leah Casselman
President

/jm
att.

CC: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF FINANCE
(MERC)
HEALTH AND SAFETY ADVISORY COMMITTEE
MINUTES OF MEETING
33 King St. West, Oshawa
October 14, 2004**

For the Employer:

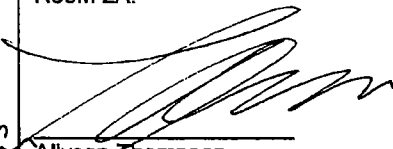
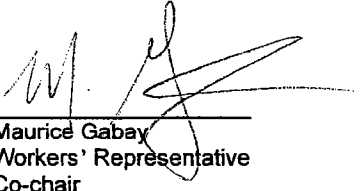
Patricia Allen, A/Co-chair
Peter Deschamps
Carole Harrison, Recorder

For the Workers:

Maurice Gabay, Co-Chair
Kathleen Demareski
Pat Schillemore, guest

DATE	ISSUES	REFERRED	ACTION
Mar./04	<p>1. <u>MINUTES:</u> Minutes of the June 10, 2004 meeting were signed and ratified on August 30, 2004.</p> <p>2. <u>BUSINESS ARISING FROM THE MINUTES:</u></p> <p>1. <u>Emergency Management and Recovery Program:</u> Aranka Mason was not able to attend this meeting and will be invited to attend the December meeting for information on the MOF Emergency Management and Recovery Program. She will also provide an update on the status of the Emergency Preparedness Handbook</p>	Employer	Arrange for attendance at Dec. meeting
Oct./01	<p>2. <u>Emergency Preparedness Handbook:</u> Once the handbook receives its' final approval, a hard copy will be provided to all employees and will also be available on the CQSD web site. A communication plan is currently under review for the roll-out of the Handbook. See #1. As previously requested by the Union, a one page brochure, "<i>Evacuation Procedures in an Emergency</i>", summarizing the procedures has been distributed to all staff.</p>	Employer	Approval of Handbook and distribution to all staff
June/01	<p>3. <u>Risk Assessments:</u> At the last meeting Workers' Representatives requested that a copy of identified risks and deficiencies be provided to the LJHSC co-chairs in order that any risks and actions taken can be monitored in each office. It was agreed that copies of the assessments would be provided to the LJHSC co-chairs. Follow up will be conducted to determine which offices have not yet received a copy.</p>	Employer	Share risk assessment - deficiencies with the LJHSC Co-Chairs
Dec./03	<p>4. <u>Safety/security for field staff:</u> MOF Security staff are prepared to provide training to LJHSCs and to MOF Regional field office staff upon request.</p>		Remove from Agenda
Mar./03	<p>5. <u>Asbestos in MOF buildings:</u> A report prepared by FMU was shared with the H&S Advisory Committee Co-Chairs regarding low level presence of asbestos in some facilities where MOF staff are located. In the buildings identified, the asbestos is located around fittings and piping and there are no direct hazards to the employees. FMU will monitor the situation in particular those facilities where asbestos will be removed.</p>		

Mar /03 Cont'd	5. Cont'd - Concern was raised by the Workers' Representative, that in buildings where asbestos has been confirmed, staff have not been notified. Follow up to be conducted regarding how this information will be communicated to impacted LJHSCs. Upon receipt of the report, LJHSC co-chairs should make local arrangements for asbestos awareness training for employees with ORC or ProFac.	Employer/ FMU	To notify the impacted LJHSC in the affected facilities.
Jun./04	6. <u>H&S Certification requirements</u> : Mandatory Part 2 training has been scheduled for MOF Employer and Workers' representatives on October 20 th and 21st 2004 at 33 King Street West. The training offered by the Workers Health and Safety Centre will cover three specific hazards as previously identified: Workplace Violence; Workplace Design/Ergonomics; and Slips and Falls.	Employer	Part 2 certification training scheduled
Mar./04	7. <u>Local Floor Inspection Reports</u> : Workers' Representative to review the draft guidelines for local floor inspections/reports prepared by Peter Cekuta and will provide the Employer with feedback prior to the next meeting - for discussion at Dec meeting.	Workers' Rep	To provide Employer with draft prior to next meeting
Jun./04	8. <u>Common Service Counters</u> : A safety concern was raised by the workers' Representative in reference to the security of staff who are handling cash or other negotiables in our regional offices. An update was provided by the Employer on the security measures used in various regional offices. It was recommended by the Workers' Rep that a consistent approach be applied across the ministry. Is there a corporate policy on this? Further discussion at the next meeting.	Employer	To review security measures re a consistent approach
3. <u>WSIB STATISTICS: June 10, 2004 - October 12, 2004</u>			
INJURIES BY BRANCH/DIVISION:			
COLLECTIONS & COMPLIANCE 3 (1 LOST TIME)			
CORPORATE PLANNING & FINANCE 1			
CORPORATIONS TAX BRANCH 4 (3 LOST TIME)			
ENTERPRISE TECHNOLOGY SOLUTIONS 1			
HUMAN RESOURCES BRANCH 1			
INCOME TAX RELATED PROGRAMS BRANCH 2			
KITCHENER REGIONAL SUB OFFICE 2 (2 LOST TIME)			
MISSISSAUGA REGIONAL TAX OFFICE 1 (1 LOST TIME)			
MOTOR FUELS & TOBACCO TAX 2 (1 LOST TIME)			
NORTH YORK REGIONAL TAX OFFICE 3 (2 LOST TIME)			
OTTAWA REGIONAL TAX OFFICE 2			
REVENUE OPERATIONS AND CLIENT SERVICES BRANCH 3 (2 LOST TIME)			
SPECIAL INVESTIGATIONS BRANCH 1			
FINANCIAL SERVICES COMMISSION 1 (1 LOST TIME)			
INJURIES BY ACCIDENT CATEGORY:			
TWISTED, SPRAINED/PULLED MUSCLE 2			
FALLS/TRIPS 6			
REPETITIVE STRAIN INJURY 4			
BACK 6			
OTHER:			
ASSAULT 1			
CAR ACCIDENT 1			
CUT 1			
HAND 1			
DOG BITE 1			
FOOT 2			
STRESS 1			
TOTAL NUMBER OF CLAIMS FILED = 26			

Jun./04	<p>9. <u>Ministry Vehicle Insurance</u>: The Employer reported that Amy Whitehead at SSB is the Ministry liaison and she can be reached at extension 6903. Options for employee's include: 1) OPS Policy - benefits; 2) Your policy - benefits; 3) Worker's Compensation; and 4) LTIP. There is information available under My OPS, Corporate Services, Insurance and Risk Management; FAQ (Frequently Asked Questions), Auto Liability.</p> <p>4. NEW BUSINESS:</p> <p>1. <u>Health & Safety Consultant</u>: Commencing next week on a graduated basis Aranka Mason will begin the role of Health & Safety Consultant. Aranka has background in health and safety and worked for 14 years for the WSIB.</p> <p>2. <u>Ergonomics - Auditor Work Stations</u>: This topic was discussed at a MERC meeting in 2001 and an ergonomic assessment was completed on auditor workstations. The EA had short and long term recommendations for the audit staff. While the short term recommendations were implemented, Workers' Representative indicated that long term recommendations have not been addressed. Copies of the EA and Minutes of a H&S Advisory Committee meeting were provided to the Employer for review. It was suggested by the Workers' Rep that, when new furniture is purchased, it should be ergonomically suitable.</p> <p>3. <u>Ergonomic Assessment - User Interface Design in new computer systems</u>: A study was conducted by other ministries dealing with new systems to make them ergonomic/user friendly. Workers' Representatives provided Employer with a copy of the study and requested that it be forwarded to the MOST Team. A suggestion was raised that a member of the MOST Team be invited to attend a future meeting to discuss the study.</p> <p>NEXT MEETING: will be held on Wednesday, December 8, 2004 at HRB Board Room 2A.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Allyson Thompson Employer's Representative Co-chair <u>25-Oct-05</u> Date </div> <div style="text-align: center;">  <hr/> Maurice Gabay Workers' Representative Co-chair <u>Oct. 28/05</u> Date </div> </div>	<p>Employer</p> <p>Employer</p> <p>Employer</p>	<p>To be removed from agenda</p> <p>To review long term recommendations</p> <p>Provide report/study to MOST Team Invite MOST team member to future meeting</p>

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FOR MERC ACTION

Strategic Action from Local Employee Relations Committee
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- | | | | |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20 | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> | Contract Interpretation |
| <input type="checkbox"/> | Enforcing the Contract | | |
| <input type="checkbox"/> | Health and Safety | | |
| <input type="checkbox"/> | Other: (please identify) | | |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached? Yes No

LERC Minutes dated:

Correspondence. Please list:

Local ERC Member Contact

Name:

Home #:

Address:

Work #:

FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8

Fax: (416)448-7462

